

**BY ORDER OF THE COMMANDER
TRAVIS AIR FORCE BASE**



**TRAVIS AIR FORCE BASE
INSTRUCTION 48-103**

15 OCTOBER 2001

Aerospace Medicine

**WORKPLACE WRITTEN HAZARD
COMMUNICATION PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 60 AMDS/SGPB
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Supersedes TAFBI 48-103, 15 July 1998

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Pages: 7
Distribution: F

This instruction implements AFD 48-1, *Aerospace Medical Program*. It provides information for a workplace written Hazard Communication Program specific to the implementation of the *Code of Federal Regulations (CFR) Title 29 Part 1910.1200, Hazard Communication*, and the Air Force Occupational Safety, Fire Prevention, and Health Standard (AFOSHSTD) 161-21, *Hazard Communication*, at Travis AFB. A complete workplace written program including this TAFBI 48-103, AFOSHSTD 161-21, and/or 29 CFR 1910.1200, the work area hazardous material inventory, material safety data sheets (MSDS) for each item, and an operating instruction for all non-routine tasks involving hazardous materials will be maintained at each work area. This instruction applies to the 60th Air Mobility Wing and tenant units using hazardous materials in their duty sections. It also pertains to the 349th Air Mobility Wing (Assoc.), Air Force Reserves (AFRES) as concurred with by the commander.

SUMMARY OF REVISIONS

Added Bioenvironmental Engineering Flight (BEF) maintains a file of MSDSs on a compact disk which consists of the Hazardous Material Information System (HMIS) and links on the World Wide Web. MSDSs should be if possible no older than five years from the current year. Glossary of References and Supporting Information has been added as [Attachment 1](#).

1. Mandatory, Preferred and Acceptable Requirements:

- 1.1. May. Indicates an acceptable or satisfactory method of accomplishment.
- 1.2. Should. Indicates a preferred method of accomplishment.
- 1.3. Will. Indicates a mandatory requirement and is also used to express a declaration of intent, probability or determination.

2. MATERIAL SAFETY DATA SHEETS (MSDS):

2.1. 60 AMDS/SGPB BEF, Building 777, maintains links on the World Wide Web of MSDSs.

2.2. In addition, BEF maintains a file of MSDSs on a compact disk which consists of the HMIS, **Occupational Safety and Health Administration (OSHA)**, OSHA Form 174s, **Material Safety Data Sheets**, or equivalent listed forms.

2.3. A MSDS for each hazardous material located in the workplace must be available and readily accessible to all workers. MSDSs should be whenever possible no older than five years from the current year. A MSDS will be obtained prior to ordering any new hazardous material and will be submitted to the HazMart or other pertinent source of supply (SOS) for review by Hazardous Materials Management Process Team (HMMP) in determining authorization for ordering hazardous materials as described in Paragraph **5**.

2.4. All materials acquired must have a MSDS before approval, ordering or purchasing a hazardous material:

2.4.1. The work place supervisor will coordinate with BEF to search the master MSDS file and obtain the needed MSDS(s).

2.4.2. If the MSDS is not available through the master file, the supervisor will request the MSDS from the manufacturer/distributor.

2.5. All workers must know the location of the MSDSs and these must be readily accessible to all workers during all shifts.

3. EMPLOYEE INFORMATION AND TRAINING:

3.1. Unit commanders will ensure supervisors of work areas using hazardous materials receive training using AFOSHSTD 161-21.1G, *Federal Hazard Communication Training Program (FHCTP)*, *Trainer's Guide* (AFOSHSTD 161-21W), video program, or an equivalent HQ AFMOA/SGO approved program containing the elements of the FHCTP. **60 AMDS/SGPM (Public Health Flight (PHF) or other formal training organizations (such as certified maintenance trainers) will train these supervisors.**

3.2. Supervisors will ensure subordinate workers are trained on the AFOSHSTD 161-21.1W, *Federal Hazard Communication Training Program*, *Student's Workbook*, and video program before the workers handle or are occupationally exposed to hazardous materials. The supervisor or the organization occupational health coordinator may provide this training. Supervisors must supplement this training to provide information on the work area's specific hazardous material hazards. Before presenting supplemental training, the supervisor will ensure appropriate agencies (i.e., Bioenvironmental Engineering Flight, 60 AMDS/SGPB, Public Health Flight, 60 AMDS/SGPM, Safety Office, 60 AMW/SEG, Fire Protection Flight, 60 CES/CEF, and Environmental Management, 60 AMW/EM) review the information for technical accuracy.

3.3. General Hazard Communication Training is only required once, during initial training.

3.4. Work Place Specific Hazard Communication Training must:

3.4.1. Include as a minimum:

3.4.1.1. How an employee can obtain and use the appropriate MSDS.

- 3.4.1.2. Any operations in the work area where hazardous materials are present.
- 3.4.1.3. Location of hazardous material inventory and master MSDS file.
- 3.4.1.4. Physical health hazards associated with potential exposure to work area hazardous materials.
- 3.4.1.5. Measures employees can take to protect themselves from hazards (personal protective equipment, administrative controls, work practices and emergency procedures).
- 3.4.2. Be conducted by an individual intimately familiar with the hazards associated with the shop being briefed.
- 3.4.3. Be conducted as a minimum initially and each time the workplace hazards change (i.e., the addition of a hazardous material, a change in a hazardous material application, or a change in equipment which requires the use of a hazardous material).

4. DOCUMENTATION OF THE FEDERAL HAZARD COMMUNICATION TRAINING PROGRAM (FHCTP):

- 4.1. Supervisors are required to document both general and workplace specific employee FHCTP training on AF Form 55, **Employee Safety and Health Record**. General training must be documented in Section V for both February 1988 version and November 1996 version, as “Federal Hazard Communication Training Program (FHCTP)”. Each time the work place hazards change additional “Work Place Specific FHCTP” training is required. This training must be documented in Section V for February 1988 version in the annual block, and in Section IV for November 1996 version in the recurring block.
- 4.2. Computerized information management systems may be used in addition to AF Forms 55, but may not replace AF Forms 55.

5. Hazardous Material Ordering:

- 5.1. All hazardous materials (stock listed/non-stock listed used by military, civilian, or contract employees) used on Travis AFB must be coordinated with HazMart or other pertinent SOS. If a MSDS and an AF Form 3952, **Chemical Hazardous Material Request**, have not been previously submitted and approved by HazMart or appropriate SOS, the supervisor must acquire a MSDS at no cost to the government, complete AF Form 3952 include applicable Technical Orders (TO), or other official documentation, and (if applicable) complete a local purchase request form. The order request and required documentation are then submitted to the HazMart or other pertinent SOS for evaluation and approval by the HMMP Team (Building 576) prior to ordering.

6. HAZARDOUS MATERIAL INVENTORY:

- 6.1. The hazardous material inventory for each work area will be developed by the work area supervisor, HazMart, or other pertinent SOS and BEF. BEF will review the inventory at least annually.
- 6.2. The supervisor will maintain the hazardous material inventory in the work area and update it as necessary. Different manufacturers under the same NSN are to be listed separately. Prior to new hazardous materials being introduced into the work area, the supervisor will consult with HazMart, or appropriate SOS as described in Paragraph 5. to determine if the hazardous material is acceptable for use on base. Upon approval the hazardous material will be added to the hazardous material inventory.

6.3. Supervisors will notify BEF each time a new hazardous material is introduced into the work area or if hazardous material usage changes.

6.4. As a minimum, the inventory will include:

6.4.1. The identity of each hazardous material used in the work area as it appears on the MSDS (hazardous material name).

6.4.2. The National Stock Number (NSN), local purchase (LP) number or part number.

6.4.3. Quantity used (i.e., four gallons, two pounds) per month/year or unit of issue.

6.4.4. Manufacturer.

6.4.5. Work place squadron and work area name.

6.5. Various ingredients of hazardous materials and proprietary information are not included on the hazardous material inventory.

6.6. All workers must know the location of the hazardous material inventory and it must be readily accessible to all workers.

7. CONTRACTOR OPERATIONS:

7.1. The Administrative Contracting Officer (ACO) and Quality Assurance Personnel (QAP), with assistance from BEF, HazMart, building custodian, and work area supervisor, if requested, will advise contractors prior to start of work of:

7.1.1. Hazardous materials and hazardous waste they may encounter. All MSDSs of DoD materials will be available to contractor(s) through ACO. The ACO will advise the contractor(s) on the base policy regarding the Hazard Communication Program.

7.1.2. Applicable health and safety regulations for contractor personnel.

7.2. The ACO and QAP will review contractor's list of hazardous materials proposed for use on Travis AFB. Ensure 29 CFR 1910.1200 and AFI 32-7086, *Hazardous Material Management*, is available and complied with by contract employees.

7.3. At the pre-performance conference and subsequently during the contract performance period, the requiring activity QAP will advise work area supervisors and USAF employees monitoring the performance of contractor(s) of hazardous materials introduced by the contractor. The contractor is required to submit information on the use of hazardous materials according to Clause 52.223-3, *Hazardous Material Identification and Material Safety Data, of Federal Acquisition Regulation (FAR) 23.3.3*.

8. NON-ROUTINE TASKS INVOLVING HAZARDOUS MATERIALS:

8.1. Non-routine tasks are:

8.1.1. Those tasks included within a work area's normal activities but performed infrequently; for example, cleaning a solvent tank and changing the solvent or cleaning up hazardous material spills.

8.1.2. Temporary duties outside an individual's normal Air Force Specialty Code (AFSC) or job series.

8.2. The work area supervisor will ensure an operating instruction (OI) describing all non-routine tasks performed in the work area which involve hazardous materials, is written and coordinated with BEF. The supervisor will ensure work area OIs thoroughly describe non-routine tasks, associated hazards, and controls for the infrequent tasks performed in the work area. **Operating instructions do not need to be prepared if TO or other official documents adequately describe these tasks.** Supervisors will ensure workers review these procedures before performing non-routine tasks. If the work area has no non-routine tasks, a memo for record must be prepared by the supervisor documenting absence of non-routine tasks and maintained in the work place Hazard Communication Program.

8.3. When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity:

8.3.1. The initial Federal Hazard Communication Training Program described in AFOSH Standard 161-21, *Hazard Communication*, for workers not previously trained.

8.3.2. Supplemental work place specific hazard communication training for all newly assigned workers.

8.3.3. The supervisor of the activity will forward documentation to the worker's formal supervisor describing the training conducted so that the individual's AF Form 55 can be updated.

9. LABELS AND OTHER FORMS OF WARNING:

9.1. Containers of hazardous materials brought in or used within an installation will be labeled, tagged, or marked with the following information:

9.1.1. Identity of the hazardous material.

9.1.2. Appropriate hazard warnings.

9.1.3. Name, address, and phone number of the manufacturer, importer, or other responsible party.

9.2. According to the *OSHA Hazard Communication Standard, 29 CFR 1910.1200*, the hazardous material manufacturer, importer, or distributor is required to label, tag, or mark each container of hazardous material with the name and address of the manufacturer, importer, or other responsible party. These labels will not be removed, defaced, or changed.

9.3. See AFOSHSTD 161-21; Paragraph 5.d., for more information on labels and other forms of warning.

10. FORMS PRESCRIBED: AF Form 55, AF Form 3952, and OSHA Form 174.

JACK PETERS, Col, USAF
Director Wing Staff

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

1. AFD 48-1, *Aerospace Medical Program*, Jul 93
2. AFI 32-7086, *Hazardous Material Management*, Aug 97
3. AFOSHSTD 161-21, *Hazard Communication*, Jan 89
4. AFOSHSTD 161-21.1G, *Federal Hazard Communication Training Program*, Apr 88
5. AFOSHSTD 161-21.1W, *Trainers Guide*, Apr 88
6. 29 CFR 1910.1200, *OSHA Hazard Communication Standard*

Attachment 2

WORK AREA HAZARDOUS MATERIALS INVENTORY

60 AMDS/SGPB

TRAVIS AFB CA

061A - 60 SUPS FUELS LABORATORY

<u>NSN</u>	<u>Mil Spec</u>	<u>Manufacturer</u>	<u>Nomenclature</u>	<u>Quantity Used</u>	<u>Disposal</u>	<u>IEX</u>
6505-00-299-80 95		Exxon Chemicals	Isopropyl Alcohol, USP	5.0 gal/yr	In process	8
6810-00-584-30 79	O-E-751	Phillips Chemical Company	Petroleum Ether, Technical	72.0 gal/yr	Put in bowser	8
6830-00-584-30 41	BB-G-11 0	Bernzomatic	Propane	3.0 cyl/yr	In process	8
9130-00-148-71 03	W-G-00 16	Chevron Environmental Health	Regular Unleaded Gasoline	10.0 gal/yr	In process	8
9130-01-031-58 16	T-5625	Exxon Corp, USA	JP-8	1000.0 gal/yr	In process	8
9140-00-000-01 84	W-F-800	Arco, Texas	Diesel Fuel 2	52.0 gal/yr	In process	8

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